

February 1, 1999

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SCIENCE ADVISORY BOARD
Executive Committee Meeting
U.S. Environmental Protection Agency
401 M St. SW Washington, DC Rm W1103
January 27-28, 1999
(B-46)

I. Attendees

MEMBERS

Dr. Joan Daisey (Chair)	
Dr. Henry Anderson	1/28 only
Dr. Steve Brown	
Dr. Richard Bull	
Dr. Kenneth Cummins	
Dr. Hilary Inyang	
Dr. Morton Lippmann	
Dr. Granger Morgan	1/27 only
Dr. Randy Seeker	
Dr. William Smith	
Dr. Mark Utell	1/27 only
Dr. Terry Young	

GUEST

Dr. Costel Denson, ORD Board of Scientific Counselors Chair

DFO

Dr. Donald Barnes, Designated Federal Official

Others present at the meeting are listed on the sign-in sheets (Attachment A).

II. Agenda (Attachment B)

[The items are presented in these minutes in their most logical, not necessarily their most chronological, order.]

III. Introduction

A. Chair's Introduction

In her remarks Dr. Daisey previewed the agenda, noting that the Administrator would not be able to be meet with the Board due to a crowded schedule dominated by budget issues. The members expressed disappointment but wished her well in her endeavors on behalf of the Agency.

B. Update from the SAB Staff Director

Dr. Barnes covered a variety of topics:

1. Rules to Serve By

Dr. Inyang recommended an article that gave some helpful hints about serving on committees (Attachment C).

2. Representative George Brown bill

Dr. Daisey had raised some concerns about a provision of the 1998 omnibus appropriations bill that directed release of raw data by scientists in response to Freedom of Information act (FOIA) requests. Rep. Brown has drafted a bill that would eliminate this provision, one that has caused considerable stir in the scientific community.

3. SAB Annual Report

The SAB Annual report contains a wealth of information about the Board and its work. Dr. Barnes highlighted Appendix G in which the responsiveness of the Board is charted for each of the SAB reports issued in FY98. This topic will be discussed in greater detail later in this meeting (See VII.B. below).

4. Departure of Anne Barton

With regret, Dr. Barnes noted that this would be the last SAB EC meeting attended by Anne Barton. Ms. Barton has served the Board well for nearly two years, taking on a number of cross-cutting assignments, including the Strategic Planning Retreat and the Secondary Data Use Subcommittee. Her experience, expertise, counsel, and infectious good humor will be missed.

5. California Environmental Dialogue

Dr. Barnes referred to a November 20, 1998 letter from the California Environmental Dialogue that referred to using SAB model as something that could be useful to the State of California (Attachment D).

6. Travel funds

A graph of travel funds for OSAB (Attachment E) depicts a fast-disappearing resource. While similar situations have arisen in past years, the Agency and OSAB will be without the talented magic-worker, Ms. Diane Bazzle, who is on an extended leave recuperating from an operation. Dr. Barnes urged SAB Members to consider the state of funds when planning future meetings and to consider having telephone conference calls when feasible and effective.

7. Policy statements

Dr. Barnes led the Executive Committee through three policy statements (Attachments F-H) that are meant to address the following:

- a) Determining what roster and signatures should appear on Committee reports.
- b) Articulating the procedures for mounting on the Worldwide Web the review and background materials associated with an SAB Committee meeting.

The discussion expanded to address Agency responses to SAB reports

INSTRUCTION 1: The Executive Committee instructed SAB Staff to post Agency responses to SAB reports wherever and whenever they are available.

- c) Declaring expectations between SAB M/Cs, SAB Staff, and Agency Staff regarding mutual interaction.

ACTION 1: The EC reviewed and endorsed OSAB policy papers on

- a. Rosters and signatures on SAB reports
- b. Mounting background and review materials on the Worldwide Web.
- c. Mutual expectations between SAB M/Cs, SAB Staff, and Agency Staff regarding mutual interaction.

8. Dr. Barnes referred to remarks by Representative George Brown regarding H.R. 88 (Attachment I), a bill that would repeal a provision of the omnibus appropriations bill for FY99 that has the effect of opening all data produced under certain federal grants to release via the Freedom of Information Act. This issue had caught the attention of the Chair, and she wanted the EC to be aware of it. Dr. Daisey also reported on a conversation that she had had with Dr. Norine Noonan, AA/ORD, who is working the issue with the Office of Management and Budget. Dr. Daisey was encouraged by the conversation, but remains concerned about the broader issue.

IV. In the Administrator's absence the EC covered a number of topics

A. Scientific Advisory Panel (SAP)

In the absence of Dr. Gene McConnell, SAP Chair, Mr. Larry Dorsey, SAP DFO, presented the

- a. Calendar of upcoming SAP meetings (Attachment J)
- b. Agenda for the next SAP meeting on February 23. (Attachment K)

Dr. David Baker, member of the IHEC, will participate in the Feb. 23 meeting. Dr. Daisey urged that Dr. Anderson be consulted regarding his availability to participate in the aggregate exposure discussion. Dr. Morgan urged that the SAP consider carefully what factors will make the biggest difference in the aggregate exposure question and to focus on those factors.

The minutes/report of the December SAP meeting were available to the EC (Attachment L). Dr. Barnes noted the timeliness of SAP reports and urged members to consider what, if any, lessons learned might be effectively adopted by the SAB. He distributed an SAB Staff summary of such lessons-to-be-learned (Attachment M). Mr. Dorsey observed that while the SAP strives for consensus, it does not strain for consensus if it will not

come. Further, any post-meeting insights, changes in points of view, etc. are, by SAP policy, not included in the SAP report. Some SAB Members noted that often the issues addressed by the SAB are such that there is great value in the maturing of thinking and subsequent discussion that takes place after a meeting. In many cases straining for consensus is worth the effort since the resulting report is often more direct and less ambiguous. In any event, SAB reports should highlight the big areas where there is consensus and indicate the more detailed issues where there may be a range of opinions.

Dr. Ron Kendell of Texas Tech University is the new Chair of the SAP and will be invited to future EC meetings. The Chair noted the valuable and capable service that Dr. Eugene McConnell had supplied to the EC in recent years as SAP Chair. His talent, input, and even his cowboy humor will be missed.

B. Board of Scientific Counselors (BOSC)

Dr. Costel Denson, BOSC Chair, summarized the history of the organization. In recent months BOSC activity has been slowed by leadership changes in ORD and an accident that took him out of circulation for a period of time. Activity is picking back up.

1. He has met with AA/ORD, Dr. Norine Noonan, who charged BOSC with looking closely at the management of the PM research efforts within ORD, given the National Research Council guidance on what research should be done.
2. New members are being nominated to BOSC, with an emphasis on increasing the diversity.
3. BOSC is meeting in early February.

He closed by emphasizing the value of his interaction with the SAB via the EC meeting and Dr. Daisey's and Dr. Barnes's participation in BOSC meetings.

C. Preparation for Dr. Daisey's meeting with Peter Robertson

Dr. Daisey prepared to leave the EC meeting to meet with the Deputy Administrator, Peter Robertson. In addition to the five items she planned to raised with him (Attachment N), Members suggested additional topics:

1. The level of Agency effort on ecological issues and how the SAB can help.
2. The absence of global climate issues coming to the SAB.
3. The Agency's efforts to address natural hazards.
4. The Agency's efforts to apply the ecological risk framework to biological stressors.

V. Reports from Committees

[Dr. Daisey and Dr. Barnes left to meet with Mr. Robertson. The EC meeting continued with Dr. Lippmann as Acting Chair and Mr. Flaak as Acting DFO.]

Mr. Flaak referred to the Committee Activity Summaries document (Attachment O) and invited Member feedback on its form and function.

A. Council on Clean Air Act Compliance Analysis (Council)

In the absence of Dr. Maureen Cropper (Council Chair), Dr. Jack Kooyoomjian (Council DFO) updated the EC on the recent activities of the group. Dr. Lippmann commented on the fact that the Agency and the Congress have not yet provided satisfactory responses to Council reports.

B. Clean Air Act Scientific Advisory Committee (CASAC)

In the absence of Dr. Joe Mauderly (CASAC Chair), Mr. Robert Flaak (CASAC DFO) updated the EC on the recent activities of the Committee. Some Members discussed the importance of ozone research and asked that BOSC and RSAC take note. Other Members commented on the need for more integrated approaches, rather than a single chemical focus.

C. Drinking Water Committee (DWC)

Dr. Richard Bull (DWC Chair) updated the EC on the recent activities of the Committee. He highlighted the importance of the "Comparative Risk Framework Methodology", noting the addition of an EEAC economist to the Panel. He also called attention to the office's plans for stakeholder involvement in the Stage 2 drinking water rules (Attachment P).

D. Ecological Processes and Effects Committee (EPEC)

Dr. Terry Young (EPEC Chair) updated the EC on the recent activities of the Committee. She summarized the previous day's meeting with representatives of the Office of the Chief Financial Officer, in which the Committee explained their relative risk methodology that they developed for the Integrated Risk Project (IRP).

E. Environmental Economics Advisory Committee (EEAC)

In the absence of Dr. Robert Stavins (EEAC Chair), Mr. Tom Miller (DWC DFO) updated the EC on the recent activities of the Committee. He highlighted the potential impact of the Stevens report that calls for cost/benefit analyses of government programs at a governmentwide level, an Agency level, and a major program level.

F. Environmental Engineering Committee (EEC)

Dr. Hilary Inyang (EEC Chair) updated the EC on the recent activities of the Committee and introduced consideration of the Commentary on Measures of Environmental Technology Performance.

The Lead Discussant, Dr. Morgan, provided hardcopy of his comments to the EEC Chair and the DFO. He urged the Committee to be emphatic and clear in making its points.

The Associate Discussant, Dr. Smith, concurred and commented that cases studies would be helpful.

Dr. Brown raised a question about the proper way to acknowledge the major contributions of a particular Panel member. The EC agreed that this acknowledgment is most appropriately done via a statement in the body of the Commentary, rather than as a separate signature. Dr. Seeker argued for more specificity and the use of examples. Dr. Young noted that a connection to the international scene that is lacking in the current draft.

ACTION 2: The Executive Committee recommended that the Commentary on Measures of Environmental Technology Performance be re-worked for consideration by the Executive Committee in a later conference call.

G. Environmental Health Committee (EHC)

Dr. Mark Utell (EHC Chair) updated the EC on the recent activities of the Committee. In addition, he updated the EC on the activities of the EC Subcommittee on Cancer Risk Assessment Guidelines Review. (SAB Staff had generated a summary of experience, as well (Attachment Q).) In particular, he commented on the discussion regarding qualitative descriptors for carcinogens; e.g, "Likely" and "Suggestive". Dr. Morgan urged that the Subcommittee consider attaching some rough quantitative measure to these terms so that they achieve a common level of meaning, rather than being completely subjective. A separate meeting is being planned to consider how children's issues are reflected in the Ca RA GLs.

In a related matter, Dr. Daisey indicated that she was inviting the Chair of the Children's Health Protection Advisory Committee (Dr. Routt Reigart of Medical University of South Carolina's Children's Hospital) to meet with the SAB Executive Committee, in a capacity similar to that of the Chairs of SAP and BOSC.

H. Integrated Human Exposure Committee (IHEC)

In the absence of Dr. Henry Anderson (IHEC Chair), Lt. Cmdr. Rosyln Edson (IHEC DFO), updated the EC on the recent activities of the Committee.

I. Radiation Advisory Committee (RAC)

Dr. Steve Brown (RAC Chair) updated the EC on the recent activities of the Committee. He introduced the consideration of the Committee's "Advisory on Modeling of Radionuclide Releases from Disposal of Low-activity Mixed Radioactive Waste" by noting that the RAC had met its deadline to generate a publicly accessible draft of the Advisory by January 1. He commented on the lack of consensus among the RAC members as to the time frame over which the issue should be considered, which was set at 1000 years by the Agency.

The Lead Discussant, Dr. Anderson, endorsed the Advisory, commenting that it would be improved if the degree of the lack of consensus were more clearly indicated.

The Associate Discussant, Dr. Cummins, also endorsed the Advisory, supplying a number of editorial and technical comments.

Other Members supplied editorial comments.

ACTION 3 : The Executive Committee approved the RAC Advisory on Modeling of Radionuclide Releases from Disposal of Low-activity Mixed Radioactive Waste, with modest editorial comments and no need for further vetting.

Dr. Young observed that all SAB reports would be well-served by an early statement of the problem under discussion. Too often, SAB reports highlight process information (which is needed) early in the report, while submerging important background information until later in the document. The Members voiced agreement.

INSTRUCTION 2 : The Executive Committee instructed SAB Committees to include early in their reports succinct background descriptions of the problem under discussion.

J. Research Strategies Advisory Committee (RSAC)

Dr. W. Randall Seeker (RSAC Chair) updated the EC on the recent activities of the Committee. In particular, he noted the need for a conference call between the March 3-4 RSAC meeting on the Agency's science budget and the Congressional hearings on the matter.

INSTRUCTION 3 : The Executive Committee instructed the Staff to find a time on March 8 for an EC conference call to consider the RSAC report on the Agency's science budget.

Dr. Seeker also commented on plans to conduct a review of the STAR grants program. Dr. Denson expressed the interest of

BOSC to be involved in such a review, since the BOSC has reached some preliminary findings on the matter.

INSTRUCTION 4 : The Executive Committee instructed the Staff to work with Dr. Seeker, Dr. Denson, and the AA/ORD to arrange for an appropriate review of the STAR grants program, which would include consideration of earlier BOSC comments on the matter.

Dr. Cummins urged the Agency to consider lessons learned by the National Science Foundation in their operation of the Research Addressed to National Needs (RANN) program.

K. Special Subcommittees

1. Data from the Testing of Human Subjects

Dr. Utell updated the EC on the work of the Subcommittee. He noted that the December meeting covered a number of issues related to ethics and, hence, the Subcommittee had a unique makeup. He reviewed the background leading up to the meeting and summarized the findings of the group. In short, while human testing is often appropriate, there is a need to be very clear and careful about how and why it is done. Any research whose results would be used by the Agency should have early Agency involvement and/or oversight.

2. Integrated Risk Project (IRP) Subcommittee

In the absence of Dr. Matanoski, Ms. Stephanie Sanzone summarized the state of the project. The shorter overview document is complete. The longer exposition document is mostly complete. She estimated that there would be a draft of both documents to the Steering Committee in early March, with a public draft for the peer reviewers in late March. She could not preclude a possible teleconference of the Steering Committee members to addressing problems.

INSTRUCTION 5 : The Executive Committee instructed the Staff to alert the IRP-SC members that they would be receiving a draft report for review in early March for a two-week turnaround.

Several Members noted that once the IRP is near a conclusion, the SAB should assess the lessons learned from the unexpected duration of this project. Dr. Barnes noted the great effort that had been put into the complicated, controversial project by SAB Members, Consultants, and Staff alike.

3. Modeling Subcommittee

In the absence of Dr. Murarka (Subcommittee Chair), Dr. Jack Fowle (Subcommittee DFO) reviewed the history of the effort and summarized the projected near-term activities of the Subcommittee.

4. New Agency Approaches Steering Committee

In the absence of Dr. Morgan (Subcommittee Chair), Dr., Barnes summarized the work of the group and their plans to conduct, at some point, a symposium that would bring experts together to address how and where science fits into the new approaches. He also mentioned that ORD is considering a series of in-house meetings to explore some of these issues. In his view, ORD might well be "plowing the ground" that would prepare the minds of key people in the Agency for the seed that would be planted through Dr. Morgan's symposium.

5. Secondary Data Use Subcommittee

Dr. Lippmann updated the EC on the work of the Subcommittee and introduced the Subcommittee's report for discussion by the EC.

The Lead Discussant, Dr. Seeker, had no serious reservations about the report, although he felt that prioritizing the recommendations would be useful.

The Associate Discussant, Dr. Young, presented her comments in writing to the DFO. She had no major concerns, although she also recommended prioritizing the recommendations.

Other Members made similar comments, with a consensus emerging that the "letter report" should be re-formatted into a full report.

ACTION 4: The Executive Committee approved the report of the Secondary Data Use Subcommittee, subject to restructuring and minor editing. There is no need for further review.

Dr. Cummins noted that there some operational sampling and data analysis systems that link data cited in a report to specific samples stored in achieves.

VI. Interactions with Agency Officials

A. Administrator Carol Browner

[Ms. Browner was unable to attend.]

B. David Gardiner, AA/OP

Mr. Gardiner reviewed experience of the Agency with the SAB economics committees; i.e., the Council and the EEAC. He noted several drivers for expanded economic analysis, including

the climate change controversy, the Section 812 study, and the Steven report that calls for cost/benefit analyses for a variety of government actions. His intent is to continue the work begun by the intra-Agency survey of economists on research needs and to expand the "Section 812 thinking" to other programs, such as water. He thanked the EEAC for their comments on PACE and their review of the guidance on economic analysis, the first update of that guidance in a decade. Another area of study will be the role of environmental regulation as a stimulant in technological innovation and the ripple effect of economic benefits in a variety of areas stemming from regulatory action in one area. (This is a theme also highlighted in the Board's pending IRP report.) He also noted the growing interest of other agencies in the economic advice which portends an expanding agenda for the EEAC.

Board members urged the Agency to undertake research that would result in a broader array of economic analytic tools, beyond those currently available; e.g., contingent valuation. They encouraged consideration of approaches beyond the traditional paradigms and referred to the pending IRP report for suggestions about valuation.

They also asked about global climate issues, which have not come to the SAB for more than a decade. In response, Mr. Gardiner pointed out that the Agency is actually a small player in the global climate issue, having the lead on some subregions, with other agencies playing a more leading role; e.g., Department of State. The Agency will be sensitive to the availability and interest of the SAB in providing advice in this area.

The Board also suggested research into the economics of research itself; that is, valuation of information. The Section 812 study might provide a good case example. Dr. Lippmann also referred to a United Kingdom study that appeared to be patterned on the Section 812 study as another possible candidate. The case of South Florida and the Everglades Restoration was cited as yet another possibility.

INSTRUCTION 6 : The Executive Committee instructed the SAB Staff to get together with Agency economists to explore mechanisms by which the Board could assist in a study of the value of information.

Mr. Gardiner closed by summarizing the Futures Forum that he had just attended in Germany, along with representatives of the G-8 countries. This Forum, stimulated in part by the SAB's 1995 report on "Beyond the Horizon", focused on transportation issues, especially alternative fuels and vehicles.

C. Mr. Bob Perciasepe, AA/OAR

Mr. Perciasepe reviewed the numerous SAB activities that impact on his office. He cited current and emerging areas of interest, including diesel exhaust, residual risk, Urban Air Toxics Strategy, radon, the President's initiative on asthma, implementation of the PM and O3 regulations, and optimizing fuel and engine design.

Individual Board members posed queries about fuel oxidants, global climate, monitoring expansion, cumulative risk, and other issues.

Mr. Perciasepe asked the Board to consider whether "there is some major problem that the Agency might be missing" as it addresses environmental issues in air and radiation.

D. Mr. George Ames and Mr. Tim McProuty

Mr. Ames provided background information on the work of the Environmental Finance Centers and their cooperation with the Environmental Financial Advisory Board in providing technical advice to local communities. Through a series of handouts (Attachment R-V), they explained how the "charrette process" had successfully and efficiently created effective change in several communities. More information is available on the following Website: www.epa.gov/efinpage. There may be lessons in their experience that would be helpful for the SAB as it considered how it will relate to an Agency that is doing business in new ways.

F. Ms. Cynthia Dougherty and Dr. Tudor Davies

Ms. Dougherty (Director of the Office of Ground Water and Drinking Water) and Dr. Davies (Director of the Office of Science and Technology) from OW stood in for Mr. Chuck Fox, AA/OW, who sent his regrets.

Ms. Dougherty used a series of handouts (Attachment W-Z) to describe the challenging and complex set of requirements and deadlines that the Office has to meet over the next decade. She highlighted how and where the SAB's advice would be sought. The National Drinking Water Advisory Committee (with an SAB presence) has been revitalized to provide important contributions for consideration by the program. The program is exploring the best way to have external input to issues posed by microbials and disinfection and disinfection byproducts. Again, the SAB is monitoring this effort to determine how the Board can be of assistance.

Dr. Davies focused on the science issues involved with the water program and the importance of ORD support for the work of the office. He encouraged participation of SAB Members and/or Staff in the upcoming ORD/OW Strategic Planning meeting.

INSTRUCTION 7 : The Executive Committee instructed SAB Staff to investigate the possibility of an SAB

presence in the upcoming OW/ORD
Strategic Research Planning meeting.

The National Research Council is conducting three important studies on issues of great interest to the office: arsenic, endocrine disruptors, and copper. In ecologically related issues, the program is devoting considerable resources to the implementation of the Clean Water Action Plan. Several consultations with the SAB are contemplated as a part of this process. Dr. Davies also cited the nearly one dozen topics that were submitted as possible projects for the SAB in FY99. Clearly, SAB advice is solicited on a wide range of issues.

During the comment period, Dr. Cummins opined that the notion of "keystone species" transcended the concept of "endangered species" and that, from an ecological point of view, the Agency (and the nation) would be wise to re-align its efforts in species protection.

Dr. Inyang also noted the number of water-related issues that were being considered by the EEC.

G. Peter Robertson (Deputy Administrator) and Margaret Schneider (Associated Deputy Administrator)

Mr. Robertson and Ms. Schneider expressed appreciation for the work of the EC's Secondary Data Use Subcommittee and the EEC's Quality Subcommittee. They described the emerging Office of Environmental Information.

Members explored a number of issues with the guests, including the following:

1. The mechanisms for communication between the new office and the existing offices.
2. The range of authority and responsibilities relative to existing data bases; e.g., TRI.
3. The need for more focused attention to ecological data.
4. The need for some help for the public in navigating throughout all of the data bases.
5. The importance and role of quality issues.
6. Ideas for creatively presenting data. Mr. Robertson referred to an innovative system (EnviroVis) that is operating in Region 3.
7. The cutting edge data analytical software techniques that are being developed and retained in the private sector; e.g., pharmaceutical companies.
8. Assessing and meeting data user needs.
9. Clarifying the Agency's mission on some data bases; e.g., ERAMS as a tool to detect hot spots or to present trend data or both.

Mr. Robertson closed by citing the importance of SAB activities in current areas, such as the cancer risk assessment Guidelines, and in emerging areas, such as cumulative risk and economics.

VII. Board Concerns

A. Consideration of the Need for a Standing Committee on Data

Dr. Lippmann reported on a discussion at a recent meeting of the Secondary Data Use Subcommittee that led to the observation that the Agency's new office of information would benefit from a continuing relationship with and access to a standing (permanent) committee of the SAB, rather than simply to the ad hoc subcommittee of the EC that is addressing secondary uses of data and the subcommittee of the EEC that is addressing quality issues. The committee could draw upon the expertise in current committees, much in the way that RSAC does now. A more descriptive name; e. g., Committee on Environmental Information would be appropriate. The Staff had prepared a list of possible roles for such a committee (Attachment AA).

Some Members raised concerns about pulling expertise from current Committees and/or stretching their limited time over an even larger range of issues. Others pointed to the overarching importance of this new effort; cf., "The limiting nutrient to the increasing use of models is good data." Dr. Barnes noted that the Board has the authority to organize itself as it sees fit and that the Agency's creation of the new office might be a good juncture for the Board to consider its own structure, possibly realigning its Committee structure to provide improved support for the evolving Agency.

INSTRUCTION 8 : The Chair determined that the EC Subcommittee on Secondary Data Use would continue its current operation. However, the Executive Committee will work with the Agency to consider the best alignment for SAB support as the new office on information takes shape.

B. SAB, GPRA, and Time-to-Completion performance

Dr. Jack Fowle, Deputy Staff Director, summarized the SAB's obligations under the Government Performance and Results Act (GPRA) (Attachment BB). Ms. Anne Barton, Senior Advisor in OSAB, provided an analysis of SAB performance in the past, with a special focus on timeliness (Attachment CC).

The Members emphasized the importance of

1. Doing the job right, if the Board is going to make the difference it wants.

2. Recognizing that some projects are going to take longer than others, based on the complexity of the issue and the diversity in views.
3. Getting a focused, doable charge.
4. Reaching early agreement with the Agency on a reasonable, rationale deadline for delivery of the SAB product.
5. Articulating, at the end of the public meeting, the major points that will be included in the report.

INSTRUCTION 9 : The Executive Committee instructed the Committees and SAB Staff to negotiate carefully with the Agency in establishing mutually agreed upon expectations on timeliness of the SAB product.

C. Formatting of SAB products

Some EC Members had raised a question about the complexity of some SAB "letter reports". Observations by various Members included the following:

1. SAB products should be geared to the needs of customer.
2. Shorter is better. "If I had more time, I would have made it shorter."
3. The intent is not to obscure the substance.
4. A short cover letter can highlight the bottomline messages, which should have been articulated at the end of the public meeting.
5. Long and complex charges lead to long and complex charges.
6. The full Report format can lead to redundancies; e.g., cover letter, abstract, Exec Summary, and conclusions. Perhaps not all of these are necessary, particularly for short Reports.

ACTION 5 : The Chair appointed a workgroup of Dr. Lippmann, Dr. Morgan, and Dr. Barnes to propose a format for short SAB reports that provides clear, targeted advice in a succinct, effective manner. The workgroup should report back at the EC in April.

D. Electronic Deposit

Mr. Tim Doss of the Agency's Financial Office joined the meeting by telephone. He provided an update on the Agency's Direct Deposit system and the Employee Express system for

conveniently making appropriate changes in the employee data base.

Members had a series of questions that included the following:

1. Can I receive an email notification of my E-Deposit?
2. Can I get an accounting of what is included in each payment that I receive, for either travel or salary?
3. Will I continue to receive Leave and Earnings statements?
4. Can I have my pay go directly to my employer?
5. Can I get a waiver from E-Deposit?
6. Can the Agency pay for part of a multi-stop ticket, thereby saving money for the Agency?

INSTRUCTION 10 : The EC instructed the SAB Staff to get answers to a series of travel, pay, and reimbursement questions and to provide them in a timely manner to all Members.

VIII. Adjournment

The meeting was adjourned at 12:15 PM.

Respectfully Submitted,

Concurred,

Donald G. Barnes, PhD
Designated Federal Official

Genevieve Matanoski, MD, MPH
Chair, Executive Committee

ACTIONS AND INSTRUCTIONS
FROM THE SAB EXECUTIVE COMMITTEE MEETING
January 27-28, 1999

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- a. Rosters and signatures on SAB reports
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ATTACHMENTS TO THE MINUTES OF THE MEETING OF THE
EXECUTIVE COMMITTEE OF THE SCIENCE ADVISORY BOARD
January 27-28, 1999

- Attachment A -- Sign-in sheets
- Attachment B -- Agenda
- Attachment C -- "Rules to Serve By" by Neil J. Smelser
- Attachment D -- Nov. 20, 1998 letter to Dr. Barnes from Lynn
Dwyer of California Environmental Dialogue
- Attachment E -- Travel Forecast for FY99/00
- Attachment F -- Policy on Rosters and Signatures in Reports
(1/22/99)
- Attachment G -- Policy on Posting Review or Background Material
on the World Wide Web (1/22/99)
- Attachment H -- Expectations on Ms/Cs-Agency Interactions
(1/22/99)
- Attachment I -- Remarks of Representative George Brown on H.R. 88
in Congressional Record, Vol 145, No. 2,
January 7, 1999.
- Attachment J -- Calendar of upcoming SAP meetings
- Attachment K -- Agenda for the SAP meeting on February 23, 1999
[See Larry for a copy]
- Attachment L -- Transmittal memo and cover page for Dec. 8-9,
1999 FIFRA SAP meeting
[See Larry for a copy]
- Attachment M -- "Summary of DFO Discussion re: SAP Report
Preparation", January 12, 1999
- Attachment N -- "Items that Joan Daisey May Mention", January 26,
1999
- Attachment O -- SAB Committee Activity Summaries, November, 1998-
January, 1999.
- Attachment P -- "Office of Water Stakeholder Process for Stage 2
Drinking Water Rules"
- Attachment Q -- "Good Experiences and Possible SAB Topics (for
interest and review) emerging from Ca GLs
Meeting, January 23, 1999.
- Attachment R -- "The Environmental Finance Center Network"
- Attachment S -- Environmental Financial Advisory Board,
Membership, January, 1999
- Attachment T -- Environmental Financial Advisory Board, Expert
Witnesses, January, 1999
- Attachment U -- "Charrettes as a Useful Tool in Public Policy",
Coastal and Environmental Policy,
Environmental Finance Center, University of
Maryland.
- Attachment V -- "Outline Protocol and Format for Charrette
Process"
- Attachment W -- "SDWA Deadlines", updated January 11, 1999

Attachment X -- "SDWA 96 - Standard Setting Mandates"
Attachment Y -- "SDWA 96 - DW Standards Priority Activities"
Attachment Z -- "DW Policy/Research Challenges"
Attachment AA -- "Some Possible Roles for a Standing Information
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Attachment BB -- "SAB's GPRA Commitments"
Attachment CC -- "Time to Completion - Observations and Issues"